

# **Gulf of Alaska Trawl Electronic Monitoring Association (GOA TEM) Request for Proposal (RFP)**

**Date:** August 27, 2025

**RFP Number:** 2025 - 1

**RFP Title:** Incentive Plan Agreement (IPA) Manager for the GOA Pollock Fishery

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## **1. Introduction**

### **1.1 Purpose**

The Gulf of Alaska Trawl Electronic Monitoring Association (GOA TEM) is seeking proposals from qualified individuals or organizations to manage the TEM Incentive Plan Agreement (IPA) for the GOA Pollock Fishery. This RFP aims to identify a suitable manager who will be responsible for overseeing the IPA's annual submission and approval process by National Marine Fisheries Service (NMFS), implementation of the IPA, ensuring compliance with regulatory requirements, supporting vessel operators, and fostering cooperation between stakeholders to meet the goals of the electronic monitoring program. While an organization may take on this work, a single individual must be listed as the IPA Representative.

### **1.2 About the TEM IPA**

Amendment 114 (89 FR 60796, July 29, 2024) to the Fishery Management Plan (FMP) for Groundfish in the Gulf of Alaska (GOA) integrates electronic monitoring (EM) in the pelagic pollock fishery. The Final Rule establishes EM as a monitoring option for catcher vessels while directed fishing for pollock with pelagic trawl gear in the GOA fisheries and the associated tender vessels delivering pollock to shoreside or stationary processors.

While operating on a Trawl EM (TEM) category trip, catcher vessel operators are required to retain all catch with a few minor exceptions (i.e., jellyfish, large sharks), or when the safety and stability of the vessel would be compromised. Unsorted catch is then delivered to an EM tender vessel, or an EM-approved shoreside processor or an EM-approved stationary floating processor where it is monitored by shoreside observers who have access to all catch.

To allow for full retention, vessels on a Trawl EM category trip are exempt from regulations that require vessels to discard at sea. These exemptions include:

- Prohibitions against exceeding Maximum Retainable Amounts (MRA),
- Prohibition against vessels having on board, at any time, 20 or more crabs of any species,
- Requirements to discard species categorized as Prohibited Species Catch (PSC)
- Prohibitions against exceeding the GOA 300,000-pound pollock trip and daily limits.

In order to be approved to participate in the Trawl EM monitoring stratum, a GOA vessel is required to be party to a Trawl Electronic Monitoring Incentive Plan Agreement (TEM IPA). The goal of the TEM IPA is to limit vessel fishing behavioral changes that could maximize trip revenues due to the regulatory exemptions, which are necessary to meet the full retention requirement of Trawl EM. The National Marine Fisheries Service (NMFS) Alaska Regional Office (AKRO) must approve the IPA on an annual basis. To be approved, an IPA must meet the regulatory requirements outlined in Amendment 114. Under the regulations, more than one TEM IPA may exist; however, this is currently the only TEM IPA in place, and thus currently all GOA EM participants must be a party to it.

### **1.3 About the GOA Trawl Electronic Monitoring Association**

The GOA TEM Association is a 501(c)5 that was incorporated in the State of Alaska in 2025 to manage the TEM IPA. It has no membership and it is the responsibility of the Board of Directors to conduct affairs of the Association, which include but are not limited to retaining and supervising the "IPA Representative" (as designated in the TEM IPA), developing, amending and enforcing the TEM IPA, establishing Association annual budgets, which may include TEM IPA forfeiture amounts and Association dues and fees as appropriate, and monitoring Association operations, income and expenses for consistency with its budget.

The TEM IPA Board of Directors includes one member from each of the relevant trawl organizations: Alaska Groundfish Data Bank, Alaska Whitefish Trawlers Association, Midwater Trawlers Cooperative, and Peninsula Fishermen's Coalition. There are two additional at-large seats which may be held by owners, managers, or captains of GOA pollock trawlers who have not been appointed to represent a trawl organization, a representative of a GOA pollock processor, or other persons committed to the Association's goals and purposes, such as marine scientists, GOA fishing community members, or

persons with electronic monitoring expertise. All trawl organization representatives and at-large directors must represent or be an active participant in the pollock TEM sector themselves (which can include processors who receive TEM IPA deliveries). The TEM IPA Representative/Manager holds the final voting seat on the Board of Directors.

## 1.4 Objectives

The objective of this RFP is to hire a qualified IPA Manager to:

- Submit the 2026 Trawl EM IPA to NMFS Alaska Region by the December 1, 2025 deadline.
- Ensure that the goals of the IPA are met in terms of data collection, monitoring, and reporting.
- Serve as the primary liaison and point of contact between the GOA TEM Association, Pollock fishery stakeholders, and NMFS Alaska Regional Office.
- Provide leadership in the implementation of the IPA and its associated components.

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## 2. Scope of Work

### 2.1 Overview of Responsibilities

The IPA Manager's duties are part-time and fluctuate seasonally, but are estimated at 200 hours. The bulk of the work occurs in May and November, with sporadic vessel support as needed during the GOA pollock fisheries. Annual responsibilities are described below; see Table 1 for an estimate of hours per month for each task. At all times, it is the responsibility of the TEM IPA Manager to ensure compliance with the TEM IPA, protect the confidentiality of sensitive fisheries information, follow all necessary regulatory requirements, and maintain positive relationships with vessel owners/operators and NMFS Agency partners.

**2.1.1 Initial Training and Transition:** Beginning in Fall 2025 and through the beginning of 2026, the incoming IPA Manager would complete initial training with the current IPA Manager as all 2025 duties are completed. This includes calculating the B season 2025 TEM IPA overage amounts, GOA TEM billing tasks, transitioning banking and legal components, and filing the 2025 taxes. Applicants should expect to spend up to 50 hours on the initial transition beginning in October 2025. Note that initial training and transition hours are not included in Table 1. The incoming IPA Manager would be provided with an instruction manual, existing handouts, and all spreadsheets that are currently in use to complete duties. While the incoming IPA Manager will be responsible for submitting the 2026 TEM IPA, the current IPA manager will be available and provide the necessary training to ensure the TEM IPA is submitted by the Dec 1 deadline.

**2.1.2 Vessel Communications and Inseason Assistance:** Prior to and during the pollock fishery seasons, vessel operators require assistance with compliance for the two main parts of the TEM IPA. The first is the GOA Pollock Trip Limit, which requires vessels to be under 300,000 pounds of pollock delivered on average across every 4 trips, and below the egregious overage of 335,000 pounds of pollock for an individual trip. Secondly, vessels must stay under the maximum retainable amounts (MRA), which is the percentage of an incidental species (or species group) allowed on board as described in Table 10 to Part 679. Prior to the A season, vessel communication and assistance includes general rules of the IPA, especially for new operators. You could also be requested to attend fleet meetings to update the fleet. During both seasons, vessels often need assistance in helping calculate their averages or updated pollock weights for recent deliveries if they have not received them from their processor. Vessel owners, managers, and/or bookkeepers also need assistance calculating and planning for overage amounts so that overages can be withheld from the operator's settlement since invoices are not distributed until the end of the season. **Applicants should understand that when the pollock season is open, fishing occurs seven days a week and vessels may need assistance on weekends and outside of business hours to ensure their compliance with the IPA.**

**2.1.3 Receive NMFS Data and Calculate TEM Overage Amounts:** At the end of each pollock season, the TEM IPA Manager will request the GOA TEM landing data from NMFS so that overages may be assessed and forfeitures collected. This task includes communicating with the Agency to ensure all of the necessary data was provided and reviewed for accuracy (ex: were non-TEM or BSAI trips/vessels accidentally included, are GOA TEM trips/vessels missing, etc). The TEM IPA Manager then needs to analyze data for overages; as noted above the current spreadsheet used for doing this will be provided. Once trip limit and MRA overage calculations have been done each season, any overages should be prepared in a vessel-friendly format to provide as documentation with overage and penalty invoices. Overages and penalties will also be summarized and presented to the board at the end of each season.

**2.1.4 GOA TEM Billing & Banking:** The primary billing task is to prepare and distribute TEM overage and penalty invoices at the end of A and B seasons (with the documentation of the overage), send reminders, and ensure the invoices are paid. The TEM IPA Manager is also responsible for depositing checks, maintaining the GOA TEM Association's bookkeeping in Quickbooks, and providing financial reports to the Board of Directors as requested.

**2.1.5 Maintaining GOA Trawl EM Association:** The IPA Manager is responsible for maintaining the functional status of the GOA Trawl Electronic Monitoring Association according to State of Alaska and Federal Requirements. This includes filing State of Alaska Biennial Reports, maintaining the Business License, and filing Federal taxes annually. The IPA Manager is also responsible for conducting all other affairs of the GOA Trawl EM Association as directed by the Board. Funds in the GOA TEM Association, beyond what is needed for management of the IPA, may be used for research or other purposes allowable as a 501(c)5 non-profit organization. As such, the TEM IPA Manager should be willing to complete administrative duties as requested by the Board to support research projects, etc.

**2.1.6 Board of Directors Meetings:** The IPA Manager is responsible for scheduling and running Board meetings according to Roberts Rules of Order. The IPA Manager provides agendas, records minutes, and presents overage summaries to the Board, in addition to other materials as needed and requested. At least one meeting is required to be held annually, but additional meetings may be scheduled as needed or requested by the Board.

**2.1.7 Annual TEM IPA Agreement:** The first TEM IPA Agreement was created in 2024 and went into effect for 2025; the Agreement will largely stay the same year to year. However, updates may be required as determined by NMFS or the Board if fishery or vessel behavior changes occur. In October of each year, NMFS Fishery Monitoring and Analysis division will inform the TEM IPA Manager which vessels opted into the GOA TEM program for the following fishing year. Subsequently, the TEM IPA will need to be updated with the vessel list for the new year. Each vessel owner or representative will also need to submit a signed Adherence Agreement, to be submitted with TEM IPA Agreement. Each year the Agreement is due to NMFS Sustainable Fisheries Division EM manager by December 1st.

**2.1.8 Annual IPA Report to the Council:** An Annual IPA report is required in regulation to be submitted to the North Pacific Fishery Management Council (Council). The 2025 report will be presented to the Council at the June 2026 meeting; however, typically the Council receives the reports at the April meeting. Both a written report will be submitted and an oral presentation provided under B Reports during the meeting. Written reports are due by May 15 annually. Since the TEM IPA went into effect for the first time in 2025, the 2025 Report to the Council will be the first. Once the report is completed, it will be given to the incoming TEM IPA Manager for use in subsequent years.

## **2.2 Data Management and Tools Needed to Perform Duties**

### **2.2.1 Computer and Internet Access**

The TEM IPA Manager will need to provide their own password-protected computer and secure internet connection. Since this role handles sensitive, confidential fisheries information, the TEM IPA Manager is responsible for keeping their workstation secure.

### **2.2.2 Microsoft Office/Google Suite**

Currently, the TEM IPA data is handled in Google Sheets but it could be migrated to Microsoft Excel. At a minimum, familiarity with either Microsoft Office or the Google versions is necessary for analyzing data and Word/Docs is necessary for meeting agendas, minutes, season summaries, and reports. The annual report to the Council also includes a powerpoint presentation, so the Manager should be comfortable making presentations in powerpoint.

**Table 1. TEM IPA Manager Responsibilities and Time Estimates by Month beginning in 2026 (in hours).**

<b>Responsibility Category</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUNE</b>	<b>JULY</b>	<b>AUG</b>	<b>SEPT</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>Total</b>
<b>Vessel Communications and Inseason Assistance</b>	5	10	10	5	0	0	0	5	10	10	0	0	<b>55</b>
<b>Receive NMFS Data and Calculate TEM Overage Amounts</b>	0	0	0	0	20	0	0	0	0	0	20	0	<b>40</b>
<b>GOA TEM Billing &amp; Banking</b>	0	0	0	0	10	4	0	0	0	0	10	4	<b>28</b>
<b>Maintaining GOA Trawl EM Association</b>	5	0	0	2	2	0	0	0	0	0	0	1	<b>10</b>
<b>Board of Directors Meetings</b>	0	0	0	0	5	0	0	0	0	5	0	0	<b>10</b>
<b>Annual TEM IPA Agreement</b>	0	0	0	0	0	0	0	0	0	5	15	2	<b>22</b>
<b>Annual IPA Report to Council</b>	0	0	0	5	10	20	0	0	0	0	0	0	<b>35</b>
<b>Total Hours</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>12</b>	<b>47</b>	<b>24</b>	<b>0</b>	<b>5</b>	<b>10</b>	<b>20</b>	<b>45</b>	<b>7</b>	<b>200</b>

### 2.2.3 eLandings Access, Data Sharing Agreements, and/or Programming Capabilities

The TEM IPA Manager currently uses landing data from two sources at different points in the season to facilitate duties (inseason and postseason). Moving forward, the TEM IPA Manager will need to have access to pollock landing data both inseason and postseason.

Inseason Data: The current entity has confidentiality agreements and eLandings access directly with processors to fulfill their roles in management of the fishery, including the TEM IPA. Currently, eLandings data is accessed by the IPA Manager inseason to provide vessels with their pollock weights for 4-trip averages or to determine if there were MRA overages. While processors do e-mail final fish tickets to vessels, the timeliness varies between processors and the operator may not be the one receiving the information. Inseason data access is important for helping verify information so vessels can accurately plan their 4 trip averages.

Post-Season Data: Upon request at the end of each season, NMFS AKRO will email the GOA TEM landings data base to the IPA Manager. The format data is received requires the use of a pivot table in Sheets or Excel and some formatting to get the data into a usable structure. The database does not include pricing information; currently eLandings is also used post-season in conjunction with the database to calculate forfeiture amounts of overages.

While not necessary, applicants who have the skills to program a database that communicates with eLandings, or who will subcontract with an entity with those skills, could program this work and make it more efficient, especially if overage reports could be generated.

## 2.3 Deliverables

The IPA Manager will be responsible for delivering the following:

- Submit Annual GOA TEM Incentive Plan Agreement to NMFS with signed adherence agreements for each participating vessel.
- Pollock TEM IPA Vessel Handout, updated annually as needed according to changes to the IPA
- Annual GOA TEM IPA Written and Oral Report to the Council
- A and B Season TEM GOA pollock trip limit and MRA overage invoices
- Post- Season summaries for the Board
- Meeting Agendas and Meeting Minutes
- Financial Reports, as requested by the Board

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## 3. Proposal Requirements

### 3.1 Proposal Submission Instructions

Proposals must be structured to include the following:

1. **Executive Summary:** A brief overview of your qualifications, relevant experience, and approach to managing the IPA in the context of the Pollock fishery. The Executive Summary should also include a brief description about why you are choosing to submit a proposal for this RFP.
2. **Experience and Qualifications:** A detailed resume or organizational background that highlights your experience in fisheries, accounting, and administrative duties. If indicate whether you currently have, or have had in the past, data sharing agreements with fishery participants, processors, or NMFS.
3. **Approach/Methodology:** A detailed description of how you would implement, manage, and evaluate the IPA, including stakeholder coordination, regulatory compliance, and data management. Please also clearly state:
  - a. Whether you intend to use excel/sheets to manage the IPA, would be programming the work yourself, or would be sub-contracting to have the programming work completed.
  - b. If you intend to subcontract with a programming entity, you should jointly apply for this RFP. Their background, experience, and costs should also be included.
  - c. Whether you intend to also apply for the Rockfish Cooperative's RFP (2025-2).
4. **Cost Proposal:** A detailed breakdown of fees, including any estimated costs related to travel, reporting, and other project expenses that would be included in your annual service contract with the GOA TEM Association.

5. **References:** Provide at least three references who can speak to your experience and expertise.

### 3.2 Submission Deadline

All proposals must be submitted no later than **October 1, 2025 at 12:00 PM AKST**. However, the current IPA Manager will distribute applications to the Board for review as they arrive. There is a limited amount of time to review proposals after the October 1 deadline, so applicants are urged to submit completed proposals as soon as possible to maximize the amount of time the Board has to review and consider your proposal. Late submissions will not be considered.

### 3.3 Submission Address/Contact

Proposals should be submitted via email to:

Chelsae Radell

GOA TEM IPA Representative

Assistant Director

Alaska Groundfish Data Bank

Email: [cradell@alaskagroundfish.org](mailto:cradell@alaskagroundfish.org)

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## 4. Qualifications and Evaluation

### 4.1 Applicant Qualifications

To be considered for this position, the IPA Manager must meet the following qualifications:

- A minimum of a basic understanding of GOA trawl fisheries and regulations, with the ability to learn and reference additional federal regulations.
- Familiarity with Alaska fishery management processes, including the Alaska Fisheries Science Center and NMFS Alaska Regional Office, and the Council.
- Ability to pay strong attention to detail and stay organized when completing office administration duties, invoicing and accounting tasks with accuracy.
- Ability to maintain strict confidentiality and integrity when working with sensitive fisheries data and managing the TEM IPA.
- Familiarity with non-profit or board structures is a plus.
- Proven experience in managing fisheries-related programs, particularly incentive plans or electronic monitoring programs.
- Strong understanding of the Gulf of Alaska fisheries, specifically the Pollock fishery and its regulatory framework.
- Experience in managing data systems and ensuring compliance with fisheries management regulations.
- Excellent communication and interpersonal skills to manage relationships with multiple stakeholders, including government agencies and industry participants.

### 4.2 Evaluation Criteria

Proposals will be evaluated by the GOA TEM Association Board of Directors based on the following criteria:

- Relevant experience and qualifications of the candidate or organization, especially in fisheries management.
- Familiarity with the Gulf of Alaska Pollock fishery and understanding of why an IPA is necessary for the pelagic trawl EM program.
- The proposed approach to managing and implementing the IPA, including methodologies for stakeholder engagement and regulatory compliance.
- Cost-effectiveness and financial transparency.
- Quality and comprehensiveness of the proposal.
- While not required, there is interest in having a single entity to manage both the TEM IPA and Rockfish Cooperatives. All other aspects of applications being adequate and equal, preference would be given to an entity willing to manage both programs. However, given the differences in complexity of these two programs, and the short timeline to have a transition in place, the Board encourages all applicants to apply even if only interested in the TEM IPA.

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## 5. Terms and Conditions

### 5.1 Confidentiality

All proposals and related materials will be treated as confidential and used solely for the purpose of this RFP process.

## 5.2 Contract Terms

The selected vendor will be required to enter into a formal contract, which will include terms and conditions regarding payment schedules, deliverables, milestones, and performance evaluations.

## 5.3 Right to Reject

GOA TEM reserves the right to reject any or all proposals, without obligation, and to negotiate with selected candidates to arrive at mutually agreeable terms.

## 5.4 Legal Compliance

The IPA Manager must comply with all relevant local, state, and federal laws and regulations throughout the course of the contract.

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## 6. Questions and Clarifications

The deadline for submitting questions is September 12, 2025 at 12:00 PM AKST, and all responses will be issued by September 19, 2025 at 5:00 PM AKST. Responses will be provided to all applicants, including those who submit questions; applicants who do not submit questions, but would like to receive responses should indicate so via email. Questions should be submitted *via email* to:

Chelsae Radell  
GOA TEM IPA Representative  
Assistant Director  
Alaska Groundfish Data Bank  
Email: [cradell@alaskagroundfish.org](mailto:cradell@alaskagroundfish.org)

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## 7. Additional Information Attached

Attachment 1 - 2025 Final GOA TEM Incentive Plan Agreement  
Attachment 2 - 2025 Pollock Trawl EM IPA Vessel Handout

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## 8. Proposal Timeline

- **RFP Issued:** August 27, 2025
- **Deadline for Submitting Questions:** September 12, 2025 at 12:00 PM AKST
- **Response to Questions Issued:** September 19, 2025 at 5:00 pm AKST
- **Proposal Submission Deadline:** October 1, 2025 at 12:00 PM AKST
- **Scheduling Applicant Interviews:** October 1 - 15, 2025
- **Final Selection and Notification:** October 17, 2025 at 5:00 PM AKST
- **Contract Negotiation/Execution Completed By:** November 1, 2025 at 5:00 PM AKST

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## Contact Information

For all inquiries, please contact:

Chelsae Radell  
GOA TEM IPA Representative  
Assistant Director  
Alaska Groundfish Data Bank  
Email: [cradell@alaskagroundfish.org](mailto:cradell@alaskagroundfish.org)